

Log in to Soldier Fitness Tracker website at <https://www.sft.army.mil>

Getting Access

Under "Leadership Reports" heading, select "Request Leader Access"

Enter Work Phone, Commander Name, and Commander Phone. Check box self-certifying need for access.

Click Continue button.

Initial Task Force Build

Based on your assigned UIC, you will be presented with an option to select your UIC and all child UICs for your assigned UIC. (If you do not select the child UICs during this step, you will not be presented with this option again.)

Manage Task Force

- All of your current UICs will be listed with Unit Name.
- Click Delete button to remove an entire UIC from your task force.
 - Message box will appear "Are you sure you want to remove this entry?" Click OK to confirm or Cancel to return to list.
- Under the Manager Task Force tab, you can customize your task force by adding additional UICs or individual SSNs.
- To Add a UIC:
 - Under Heading "Add and delete units to your task force", type UIC in text box.
 - Click "Add UIC button".
- To Add a SSN:
 - Under Heading "Add and delete individual users for your task force, type SSN in text box.
 - Click "Find User".
 - Soldier name will be displayed.
 - Click "Add Only User."

View Task Force Report

- All Units assigned to your task force will be listed.
 - Total assigned, Total completed and Percent Complete will be listed for each unit.
- To view roster for unit, click on UIC link.
- To delete individual names from roster, click red circle button to right of soldier name.
 - Message box will appear "Are you sure you want to delete this user from your task force."
 - Click OK to confirm delete. Click Cancel to return to roster.
- Click browser back button to return to Task Force Report screen to view Task Force management options.
- Names of soldiers that were added individually, using the "Add SSN" function will be listed below the Unit list.

Task Force Exclusions

If you choose to remove soldier names from the unit rosters, those names will be listed on the Task Force Exclusion page.